



Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Process of Food Preparation		
Applies To:	All Dietary Services Staff		
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1. PURPOSE:

- 1.1 To prepare food with specifications proper for cooking and serving.

2. DEFINITONS:

- 2.1 Process of Food Preparation – each dish preparation with specification.

3. POLICY:

- 3.1 Food preparation in Maternity and Children Hospital, Hafer Al Batin should comply with the requirements of the system.

4. PROCEDURE:

- 4.1 Supplies needed for each dish preparation are taken out from the reach in cold rooms or freezers or form shelves in case of dry supplies.
- 4.2 Frozen products are left at 5°C to defrost or thaw:
 - 4.2.1 Once raw meat products are defrosted they must be consumed within 24 hours and cannot be made frozen again.
- 4.3 Fresh products like vegetables and fruits are soaked in a chlorinated solution and washed thoroughly with minimum of 10 minutes washing time.
- 4.4 Dry or refrigerated or canned products are washed properly before being used.
- 4.5 If all checked items conform to the quality requirements, each dish is prepared following asset menu and the production process is carried out.
- 4.6 Once the food is prepared and ready to be served, the diet clerk must carry out a final evaluation of the food form appearance to taste.

5. MATERIALS AND EQUIPMENT:

- 5.1 Trolley
- 5.2 Food Tray
- 5.3 Disposable Plates
- 5.4 Disposable spoon and fork
- 5.5 Apron
- 5.6 Gloves
- 5.7 Mask
- 5.8 Head Cover

6. RESPONSIBILITIES:

- 6.1 Dietary Services Staff

7. APPENDICES:

7.1 N/A

8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book
- 8.2 Dietary Manual 4th edition Oct 1994
- 8.3 General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], Kingdom of Saudi Arabia, 1434.

9. APPROVALS:

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